

## EXHIBIT 3-D

### SAMPLE FORMAT FOR ADVERTISING THE AVAILABILITY OF A REQUEST FOR PROPOSALS (RFP) OR REQUEST FOR QUALIFICATIONS (RFQ)

#### (SHORT FORM)

**Note:** In order to reduce the cost of publicizing an RFP or RFQ, local officials may use a format such as the following to advertise the availability of a Request for Qualifications (RFQ) for engineering -- or architectural services or a Request for Proposals (RFP) for grant administration services -- in lieu of publishing the entire text of the RFP or RFQ. If this approach is used, local officials should be sure to allow sufficient time for consultants to request and receive a copy of the RFP or RFQ and to prepare a response).

The \_\_\_\_\_ (*grantee name*) has been awarded a federal Community Development Block Grant (CDBG) in the amount of \$\_\_\_\_\_ by the Montana Department of Commerce (DOC) for \_\_\_\_\_ (*description of project*).

Contingent upon this award, the \_\_\_\_\_ (*Town or City Council or County Board of Commissioners*) is requesting proposals (statement of qualifications)s for engineering services [*or architectural services, as applicable*] to assist the governing body in designing and in supervising the construction of this project [*or, as applicable, proposals for management services to assist the (grantee name) in the administration of this project*] in compliance with all applicable requirements under the Montana CDBG Program.

Copies of the detailed request for qualifications (RFQ) [*or request for proposals/RFQ, as applicable*], including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting \_\_\_\_\_ (*name, address, and telephone*).

All responses to the detailed RFQ [*or RFP, as applicable*] must be submitted by \_\_\_\_\_ (*date*) to \_\_\_\_\_ (*Mayor/Commissioner*), (*address*) \_\_\_\_\_, Montana \_\_\_\_\_ (*zipcode*).